

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: November 05, 2010

LEAVE ACCOUNTING LETTER #10-011
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **PROFESSIONAL DEVELOPMENT DAY**

Per the Department of Personnel Administration's Personnel Management Liaisons Memo #10-028, two days of Professional Development Day have been authorized for each fiscal year. The California Leave Accounting System (CLAS) currently uses the Professional Training/Development (PT) benefit for employees in Bargaining Units 02 and 19. This same benefit may be used to track Professional Development Day usage for eligible employees.

The Professional Training/Development benefit is a Usage-Only benefit that is tracked in hours and reset on a fiscal year basis. Therefore, when an employee uses a Professional Development Day, the time may be posted as a PT – Use (PT01) transaction. Once the employee has used up to two days of Professional Development Day, no more time should be posted to this benefit, unless otherwise stated in the bargaining unit contract. The benefit will be reset each July, and the employee may use another two days with the beginning of the new fiscal year.

The time used will show on the employee's warrant or direct deposit advice, provided the employee does not have eight leave benefits with a higher priority already listed on their check. For example, if an employee has Vacation, Sick Leave, Personal Holiday, 2010 PLP, 2003 PLP, Holiday Credit, Excess Hours, and Holiday Informal Time Off, the Professional Development Day and even Furlough Hours will not display on the warrant/advice. However, all of an employee's leave benefits will be displayed on the monthly Leave Activity and Balances (LAB) report, which may be used to audit the balance of the PT benefit in order to ensure that no more than two days are used. Please refer to Page 101 in the CLAS Reports section of the Civil Service Workbook for a listing of the sort order of the various leave benefits.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:JMH:CLAS